

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: July 19, 2017

Closing Date: July 26, 2017

**ADMINISTRATIVE SPECIALIST II, Pay Grade 8
Fraud & Consumer Protection Division, Consumer Protection Unit
New Castle County**

Job Responsibilities and Duties:

This Administrative Specialist II, Pay Grade 8, provides secretarial support to Deputy Attorneys General and other professional staff in the Fraud & Consumer Protection Division, Consumer Protection Unit, in New Castle County. This secretary's duties involve creating files, typing various information, compiling spreadsheets and reports, managing calendars, and filing and typing legal correspondence. This Administrative Specialist will also be part of the rotation schedule as back up coverage to the main Receptionist.

Minimum Qualifications:

- Must be detail-oriented, well-organized and possess good communication skills
- Must be proficient in Microsoft Word and Excel
- Must possess excellent spelling, grammar and proofreading skills
- Must be able to interact professionally with members of the public, including consumers, business owners, attorneys and law enforcement officers
- Must be able to answer telephones and take accurate messages

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.